

Special Event Business License (Participants only)

1. Register with Event Organizers

To get a Norfolk special event business license, you must first be registered with the organizer of an event in the City of Norfolk. There are various organizations and City departments that are responsible for special events in Norfolk such as the St. Patrick's Day Parade, Harborfest, Spring/Fall Wine Festivals, Berkley Reunion, Neon Festival, Stockley Gardens, etc. Vendors can sell food or merchandise during these events. There may be a registration fee to become a vendor. Please contact one or all these organizers to find out their requirements to become a vendor before attempting to obtain a special event business license:

- **SevenVenues (Town Point Park/Ocean View Park)** (757) 664-6880
- **Festevents (Town Point Park)** (757) 441-2345
- **Downtown Norfolk Council (Downtown area)** (757) 623-1757
- **Parks and Recreation (Community Parks)** (757) 441-5834
- **City Planning (events on private property)** (757) 664-6565

2. Confirmation of acceptance by the organizer is required

Once vendors are accepted by the event organizer, a list of everyone who will be onsite selling food or merchandise will be submitted to this office. If your name or business name is not on the list you will not be able to obtain the license and must contact the organizer for confirmation that you are approved to vend at their event.

3. Established businesses must also obtain a special event business license

Any business that is already in operation must also obtain a special event business license before they can participate in special events. The license for the existing location cannot be accepted for special events. All business establishments must meet the same requirements as other vendors who want to participate in special events.

4. Food vendors must report food & beverage tax

This is a tax on the customer and not on the business. The collection of food & beverage tax is required on all prepared foods, at 6.5%. Prepared foods include all foods prepared onsite or offsite by the vendor, for consumption by the customer.

5. Entertainment and/or amusement tax must also be reported

If a vendor charges a fee for entertainment and/or amusement, they must collect and remit a 10% admission tax to the City of Norfolk. The tax is 10% of the price of admission and is also a tax on the customer, and not on the business.

6. Cost of the Special Event Business License

The cost of the license is \$50. The special event business license is valid for all special events in the city for a calendar year. Once a vendor has obtained their special event license, they can participate in any special event but still need to contact the organizer of the event and follow their requirements for participation.

Where to Apply:

- ❖ *Complete the application process at WWW.NORFOLK.GOV*

OR

- ❖ *Scan the QR code below to complete the applications in steps 1 & 2.*



- *The first application is required for the Department of Zoning. Note: Please enter "Special Events" in the address field.*
- *The second application will be submitted to the Treasurer's Office and the Commissioner of the Revenue*

Treasurer's Office (City Hall, 810 Union St, 1st FL) /ph:757-664-7800

- will verify that all taxes (BL, TP, RE and PP) are paid in full.
- **If** all taxes are paid in full, the treasurer's office will issue the taxpayer and approval via the email address provided.
- The Commissioner of the Revenue will also receive a copy of the approval.

Commissioner of the Revenue (City Hall, 810 Union St, 1st FL) / ph:757-664-7886

- will establish an account after the treasurer approval is received.

- o will forward an email providing an invoice and payment instructions.

Methods of Payment accepted by the Norfolk City Treasurer

- Cash
- Check
- Credit Card (most major card companies accepted)
- Debit Card (card must display either a MasterCard or Visa logo)

PLEASE ALLOW 7 BUSINESS DAYS FOR PROCESSING